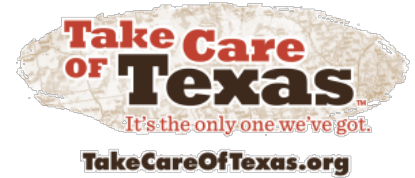


TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: jobs@tceq.texas.gov
Physical Address - 12100 Park 35 Circle, Bldg. A
Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
(512)239-0102



Internet: www.tceq.texas.gov
Fax: (512)239-0111

State Title: Purchaser III

Functional Title:

Job Posting: 16025

Monthly Salary: \$2909.83 - \$3317.20

Salary Group: B16

Posting Date: 09/28/2015

Close Date: 10/12/2015

Section/Division: Region 12 - Houston Section/ Coastal & East Texas Area Division

Work Location: 5425 Polk St, Ste H, Houston, TX 77023-1452

Openings: One(1)

Position #(s): 8648

Job Description:

Performs purchasing duties for the Regional Office of the Texas Commission on Environmental Quality (TCEQ). Purchases supplies and equipment of specialized nature for regional field investigators; prepares requisitions, orders equipment, office supplies, and merchandise for the region. Assists with the development, preparation and revision of specifications for supplies and equipment. Reviews requisitions for completeness and compliance with state and agency requirements; distributes bid invitations to vendors, reviews submitted bids, and determines the most feasible bid; prepares purchasing documentation. Reviews invoices and claims received; checks for accuracy and condition of merchandise to ensure compliance with purchase order; returns items not meeting specifications; and submits complaint reports if necessary. Maintains purchasing databases and tracks equipment purchases. Researches outstanding encumbrance reports for goods purchases. Assesses and determines the needs of minimum and maximum inventory levels of commonly used items needed for the region. Maintains perpetual inventory control on supply items. Offers recommendations for annual contract awards; awards contracts; and suggests additional items to management if applicable. Maintains detailed purchasing records; reconciles accounts per month and at the end of Fiscal Year. Trains administrative staff regarding purchasing; conducts meetings and training for regional section purchasing liaisons; interprets and communicates rules, regulations, policies and procedures related to purchasing to staff. Assists with administrative support tasks to include answering telephone calls, taking messages, providing information, and/or referring calls to appropriate staff.

Military Occupational Specialty (MOS) Codes: 51Z, 920A, 28, F&S, MGT16, 3043, 8057, 8058, 8060, and 63AX

Minimum Qualifications:

Certified Texas Purchaser's (CTP) certification.

OR Graduation from an accredited four year college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) plus one year of full-time experience in procurement.

OR Three years of full-time experience in procurement or in administrative capacity* involving purchasing experience/responsibilities.

* Administrative capacity is work where primary duties consist of performing administrative tasks of an office; excluding work such as clerical, secretarial, sales, equipment operations, and manual labor.

Preferred Requirements:

Bachelor's Degree from an accredited college or university.

Experience in procurement or in an administrative capacity involving purchasing experience/responsibility.

Experience with the Texas State purchasing and bidding process.

Special Requirements:

Moving up to 10 pounds of files, papers.

Traveling up to 5% of the time.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer